

Berufsgenossenschaft¹
Regulation on Safety and Health
at Work

BGV A1
(formerly VBG 1)

BG Regulation

Accident-Prevention Regulation

Principles of Prevention

1 January 2004



HVBG
Hauptverband der
gewerblichen
Berufsgenossenschaften

¹ Berufsgenossenschaft = Institution for Statutory Accident Insurance and Prevention

Contents		Page
Chapter one	General provisions	
	1 Scope of application of accident-prevention regulations	4
Chapter two	Employer's duties	
	2 Employer's basic duties	4
	3 Assessment of working conditions, documentation and duty to provide information.....	5
	4 Instruction of insured persons	5
	5 Awarding of contracts	5
	6 Cooperation between several employers	6
	7 Ability to perform work	6
	8 Hazardous tasks	6
	9 Forbidden access	6
	10 Inspection of the enterprise, orders issued by the Berufsgenossenschaft and duty to provide information.....	7
	11 Action to be taken in the event of defects	7
	12 Provision of rules and regulations	7
	13 Transfer of duties	7
	14 Exemptions	8
Chapter three	Insured persons' duties	
	15 General support duties and conduct.....	8
	16 Special support duties	9
	17 Use of installations, work equipment and materials	9
	18 Forbidden access	9
Chapter four	Organisation of occupational safety and health at the workplace	
Part one	Safety guidance, occupational medical care and safety officers	
	19 Appointment of safety specialists and company physicians	10
	20 Safety officers	10
Part two	Measures in respect of special hazards	
	21 Employer's general duties	11
	22 Emergency measures	11
	23 Measures to counter the influence of weather	11
Part three	First aid	
	24 Employer's general duties	11
	25 Necessary equipment and facilities.....	12
	26 Number and training of first aiders	13
	27 Number and training of in-house paramedics	13
	28 Insured persons' support duties	14
Part four	Personal protective equipment	
	29 Provision	14
	30 Use	15
	31 Special instruction	15

Chapter five	Regulatory offences	
	32 Regulatory offences.....	15
Chapter six	Transitional and implementing provisions	
	33 Transitional and implementing provisions	16
Chapter seven	Rescission of accident-prevention regulations	
	34 Rescission of accident-prevention regulations	17
Chapter eight	Coming into force	
	35 Coming into force	18
Annex 1:	Re. Section 2(1) Government regulations concerning occupational safety and health	19
Annex 2:	Re. Section 20(1) Number of safety officers	20
Annex 3:	Re. Section 26(2) Preconditions for authorisation as an institution for (continuing) training in first aid	21
Annex 4:	Re. Section 34, Item 5 List of accident-prevention regulations related to work equipment to be rescinded	24

Chapter one
General provisions

Section 1

Scope of application of accident-prevention regulations

Accident-prevention regulations apply to employers and insured persons² as well as

- to employers and employees from foreign enterprises who perform work in Germany but are not covered by an accident insurance institution; and
- in cases where insured persons work in or for the enterprise but are covered by a different accident insurance institution.

Chapter two
Employer's duties

Section 2

Employer's basic duties

(1) The employer shall take the measures necessary to prevent occupational accidents, occupational disease and work-related health risks and to ensure effective first aid. The measures to be taken are specified in more detail in, particularly, government regulations concerning occupational safety and health (Annex 1), the present accident-prevention regulation and in other accident-prevention regulations.

(2) The employer shall base the measures to be taken in accordance with (1) above on the general principles set out in Section 4 of the German Act on Occupational Safety and Health and, in particular, the rules and regulations issued by the government and the „Berufsgenossenschaft“ institutions for statutory accident insurance and prevention (hereinafter referred to as „BGs“).

(3) The employer shall plan, organise, implement and, where necessary, adapt to altered circumstances the measures specified in (1) in accordance with the provisions of Section 3(1), Sentences 2 and 3 and (2) of the Act on Occupational Safety and Health.

(4) The employer must not issue any instructions that are detrimental to safety.

(5) The employer shall not require the insured persons to bear the costs of measures taken in accordance with this accident-prevention regulation or any other accident-prevention regulations with which the employer must comply.

Section 3

Assessment of working conditions, documentation and duty to provide information

(1) The employer shall conduct an assessment, in accordance with Section 5(2) and (3) of the Act on Occupational Safety and Health, of the hazards faced by the insured persons in connection with their work in order to determine which of the measures referred to in Section 2(1) are necessary.

² Unless otherwise indicated, the term „insured person“ refers to a person insured with a Berufsgenossenschaft.

(2) The employer shall review hazard assessments particularly whenever there is a change in the safety and health conditions at the workplace.

(3) In accordance with Section 6(1) of the Act on Occupational Safety and Health, the employer shall document the result of the hazard assessment described in (1) above, the measures specified by the employer and the result of the review of said measures.

(4) On request, the employer shall provide the BG with all of the information concerning the occupational safety and health measures taken in the enterprise.

Section 4

Instruction of insured persons

(1) The employer shall instruct the insured persons on safety and health at work, particularly the hazards related to their work and the measures used to prevent those hazards, in accordance with Section 12(1) of the Act on Occupational Safety and Health and, in the case of temporary workers, Section 12(2) of the Act on Occupational Safety and Health; the instruction shall be repeated as required, at least once a year, and shall be documented.

(2) The employer shall convey to the insured persons, in a comprehensible manner, the content of the applicable accident-prevention regulations, BG rules and pertinent government rules and regulations relevant to their area of work or their job.

Section 5

Awarding of contracts

(1) If the employer awards a contract for the

1. planning, manufacture, modification or corrective maintenance of installations or,
2. planning or design of work methods,

the employer shall submit a written instruction to the contractor, requiring the latter to comply with the provisions of Section 2(1) and (2) of relevance to the contracted work.

(2) If the employer awards a contract for the supply of work equipment or materials, the employer shall submit a written instruction to the contractor, requiring the latter to adhere to the safety and health requirements while working on the contract.

(3) Where a contract is awarded to a third-party company, the employer awarding the contract shall support the third party in the latter's assessment of the hazards specific to its enterprise. Furthermore, the employer shall ensure that activities involving special hazards are monitored by supervising staff who enforce the specified protection measures. The employer shall also come to an agreement with the third-party company as to who should provide the supervising staff.

Section 6

Cooperation between several employers

(1) If several employers' employees or self-employed sole traders work at a given place of work, the employers (and sole traders) shall cooperate on employee safety and health matters, particularly with regard to the measures described in Section 2(1), in accordance with Section 8(1) of the Act on Occupational Safety and Health. In particular, they shall appoint a person to coordinate the work if necessary in order to prevent the various parties from posing a hazard to each other; said person shall be granted the authority to issue instructions so as to avert special hazards.

BGV A 1

(2) The employer shall ensure that persons working in the employer's enterprise have received appropriate instructions regarding the safety and health risks that might occur during their specific work in the employer's enterprise.

Section 7

Ability to perform work

(1) When assigning tasks to insured persons, the employer shall consider whether the insured persons are able to comply with the safety and health rules and measures applicable to their specific tasks.

(2) The employer must not assign to insured persons tasks that they are clearly unable to perform without causing risk to themselves or others.

Section 8

Hazardous tasks

(1) If a hazardous task is performed by several persons jointly and requires communication between said persons in order to prevent any hazard, the employer shall ensure that a reliable person who is familiar with the task supervises the work.

(2) If a hazardous task is performed by one person on their own, the employer shall ensure suitable technical or organisational personal protection measures are in place, in addition to the general protection measures.

Section 9

Forbidden access

The employer shall ensure that unauthorised persons do not enter workplace areas if so doing creates a safety and/or health risk.

Section 10

Inspection of the enterprise, orders issued by the Berufsgenossenschaft (BG) and duty to provide information

(1) The employer shall grant the BG inspector access to the employer's enterprise in order to carry out inspections and shall accompany the inspector, if so requested, or arrange for a suitable representative to accompany the inspector.

(2) If the BG orders additional measures and specifies a deadline by which they have to be taken, the employer shall inform the BG immediately after the deadline expires whether the requested measures have been taken.

(3) Where requested, the employer shall provide the BG inspectors with the information necessary for them to be able to perform their work. The employer shall support the inspectors to the extent that such support is necessary for them to be able to perform their tasks.

Section 11

Action to be taken in the event of defects

If a defect in a piece of work equipment, an installation, work process or workflow causes a hazard for the insured persons and there is no other way to avert said hazard, the employer shall withdraw the work equipment or installation from use or shut it down or stop the work process or workflow until the defect has been remedied.

Section 12

Provision of rules and regulations

(1) The accident-prevention regulations applicable to the enterprise shall be made available to the insured persons at a suitable place by the employer.

(2) The employer shall provide the persons charged with conducting the measures described in Section 2(1) with the rules and regulations applicable to their area of responsibility.

Section 13

Transfer of duties

Reliable persons who have the required knowledge can be charged in writing by the employer with the performance, on their own responsibility, of tasks specified by the accident-prevention regulations as being incumbent upon the employer. The record of transfer shall specify the area of responsibility and the powers granted and be signed by the person charged with the task(s). He or she shall also be presented with a copy of the record.

Section 14

Exemptions

(1) In individual cases, the employer can apply in writing to the BG to be exempted from individual accident-prevention regulations.

(2) The BG can approve an application of the type described in (1)

1. if the employer takes a different, equally effective measure

or

2. if, in the individual case concerned, enforcement of the regulations would lead to an unreasonable burden on the employer and the exemption is not detrimental to the safety of the insured persons.

A statement by the enterprise's employee representatives shall be enclosed with the application.

(3) If the application as described in (1) concerns provisions in accident-prevention regulations that are also contained in government occupational safety and health regulations, the BG shall obtain and take into account a statement from the governmental occupational safety and health authority responsible for enforcing the government occupational safety and health regulations.

(4) Rules of procedure detailed in government occupational safety and health regulations, particularly rules concerning approval, permits, exemptions, notifications and duties to submit information to the authorities, shall remain unaffected by the present accident-prevention regulation; the official measures required in accordance with the rules of procedure are the responsibility of the relevant occupational safety and health authorities.

<p style="text-align: center;"><u>Chapter three</u></p> <p style="text-align: center;">Insured persons' duties</p>
--

Section 15

General support duties and conduct

(1) The insured persons shall, as far as possible and as instructed by the employer, protect their own safety and health at work and the safety and health of those affected by their actions or failure to take action. The insured persons shall support the measures taken to prevent occupational accidents, occupational disease and work-related health risks as well as the measures taken to ensure effective first aid. They shall obey the instructions given by the employer in relation to such matters. They must not obey instructions that are clearly contrary to safety and health requirements.

(2) Employees must not, by consuming alcohol, drugs or other intoxicating substances, put themselves in a state in which they might pose a risk to themselves or others.

(3) (2) shall also apply to use of medicines.

Section 16

Special support duties

(1) The insured persons shall report every direct significant safety and/or health hazard they detect and every defect they detect in protective devices and safety systems immediately to the employer or the relevant manager. Without prejudice to this duty, insured persons shall also report any safety and health hazards or defects in protective devices and safety systems to the safety specialist, company physician or the safety officer.

(2) If an insured person establishes that

- there is a defect in a piece of work equipment or any other installation,
- materials have not been packaged or labelled properly or are not of the correct quality
- or
- that there are defects in a work process or workflow,

and that these factors are relevant in terms of prevention of occupational accidents, occupational disease and work-related health risks, he or she shall remedy the defect immediately, provided that such action is within their area of responsibility and that they have the necessary skills. In all other cases, the insured person shall report the defect immediately to their manager.

Section 17

Use of installations, work equipment and materials

Insured persons shall use installations, work equipment, materials and protective devices in the intended manner and to the extent necessary for the tasks assigned to them.

Section 18

Forbidden access

Insured persons may only access hazardous areas in order to perform the tasks assigned to them.

Chapter four
**Organisation of occupational
safety and health at the
workplace**

Part one

Safety guidance, occupational medical care and safety officers

Section 19

**Appointment of safety specialists
and company physicians**

(1) The employer shall appoint safety specialists and company physicians in accordance with the Act on Company Physicians, Safety Engineers and other Occupational Safety Specialists (also known as the „Occupational Safety Act“) and the related accident-prevention regulations.

(2) The employer shall promote collaboration between the safety specialists and the company physicians.

Section 20

Safety officers

(1) The employer shall appoint at least the number of safety officers specified in Annex 2 of the present accident-prevention regulation.

(2) The safety officers shall support the employer in the latter's implementation of measures aimed at preventing occupational accidents, occupational disease and work-related health risks; in particular, the safety officers shall satisfy themselves that the mandatory protective devices and personal protective equipment are present and used properly and draw attention to accident and health hazards for the insured persons.

(3) The employer shall give the safety officers the opportunity to perform their tasks, particularly to take part in those parts of the enterprise inspections and investigations of accidents and occupational diseases carried out by the BG inspectors that fall within the safety officers' area of responsibility; the safety officers must be informed of the results of such inspections and investigations.

(4) The employer shall ensure that the safety specialists and company physicians work closely with the safety officers.

(5) The safety officers must not be discriminated against as a result of their performing the tasks assigned to them.

(6) The employer shall give the safety officers the opportunity, taking into account the enterprise's operational requirements, to attend BG training courses if necessary in view of the nature of the workplace and the associated accident and health hazards for the insured persons.

Part two

Measures in respect of special hazards

Section 21

Employer's general duties

(1) The employer shall take precautions to ensure that all insured persons who are or might be exposed to a direct significant hazard are informed as early as possible about the hazard and the safety measures that have been taken or must be taken. Where there is a direct significant hazard for insured persons' own safety or the safety of other persons, the insured persons must be able to take the appropriate measures to avert the hazard and limit the damage themselves if the manager responsible cannot be contacted; the insured persons' knowledge and the technical resources available must be taken into account when defining the measures.

(2) The employer shall take measures that enable the insured persons to get themselves to safety by leaving their workplaces immediately in the event of a direct significant hazard.

Section 22

Emergency measures

(1) In accordance with Section 10 of the Act on Occupational Safety and Health, the employer shall plan, implement and monitor the measures that are particularly necessary in the event of fire, explosion, uncontrolled discharge of substances and other hazardous operating faults.

(2) The employer shall train a sufficient number of insured persons, by means of instruction and drills, on how to use extinguishers to fight incipient fires.

Section 23

Measures to counter the influence of weather

If insured persons work for the employer outdoors and if there are weather-related accident and/or health hazards, the employer shall put suitable measures in place at the workplace, take suitable organisational safety measures or, if necessary, supply personal protective equipment.

Part three

First aid

Section 24

Employer's general duties

(1) The employer shall ensure that the necessary equipment, facilities and staff are available for first aid and rescue operations.

(2) The employer shall ensure that, in the event of an accident, first aid is provided immediately and arrangements are made for any necessary medical treatment.

(3) The employer shall ensure that injured persons are transported in the correct manner.

(4) As far as possible, the employer shall take action to ensure that insured persons

- are presented to a „Durchgangsarzt“³ unless the physician who treats them first has established that the injury will not prevent them from working after the day of the accident, or the treatment needed is not anticipated to last longer than one week,

³ A physician quality-assured by a BG.

- who are seriously injured are taken to a hospital designated by the BGs,
- who have an eye, throat, nose or ear injury are taken to the closest physician of the relevant discipline unless the initial medical treatment provided results in such action being superfluous.

(5) The employer shall ensure that the insured persons are informed, by means of BG notices or other appropriate documents, of first aid practice, emergency numbers, first aid facilities and emergency rescue facilities, the first aiders, physicians to be contacted and hospitals to be used. The information must be kept up to date.

(6) The employer shall ensure that a record is kept of every occasion in which first aid is provided and that the records are kept available for a period of five years. The records shall be treated confidentially.

Section 25

Necessary equipment and facilities

(1) The employer shall ensure, taking into consideration the specifics of the workplace, that emergency communication facilities and organisational measures are in place to call for the necessary assistance and guide it to where it is needed.

(2) The employer shall ensure that sufficient quantities of first aid materials are kept in suitable containers, protected against harmful effects, that they can be accessed quickly and easily at all times and that they are added to and replaced in good time.

(3) The employer shall ensure, taking into consideration the specifics of the workplace, that emergency and rescue equipment are kept at hand.

(4) The employer shall ensure that there is at least one first aid room or similar facility, easily accessible when transporting persons using rescue equipment,

1. at workplaces with more than 1,000 insured persons working on site,
2. at workplaces with 1,000 or less insured persons working on site, but more than 100, if the nature of the workplace and the nature, severity and number of accidents that occur there necessitate a special first aid room,
3. on building sites with more than 50 insured persons working on site.

Item 3 shall also apply if tasks necessary in order to perform construction work taken on by the employer are assigned by the employer to other employers and the total number of insured persons working at the same time exceeds 50.

Section 26

Number and training of first aiders

(1) The employer shall ensure that at least the following numbers of first aiders are available:

1. where there are 2 to 20 insured persons present – one first aider,
2. where there are more than 20 insured persons present
 - a) 5% in administrative and trading enterprises and
 - b) 10% in other types of enterprise.

In agreement with the BG and taking into account the way in which the in-house paramedic service is organised and the hazards in the enterprise, the number of first aiders may differ from the number specified in Item 2 above.

(2) The employer may only appoint as first aiders persons who have trained with an institution authorised by the BG to provide first aid training. The preconditions for such authorisation are specified in Annex 3 of the present accident-prevention regulation.

(3) The employer shall ensure that the first aiders receive continuing training, usually at intervals of two years. (2) above shall apply accordingly to the continuing training.

(4) If, due to the nature of the workplace, particularly its use of hazardous substances, it can be expected that measures not covered by general first aider training as described in (2) above will be necessary in the event of an accident, the employer shall ensure that the necessary additional training is provided.

Section 27

Number and training of in-house paramedics

(1) The employer shall ensure that at least one in-house paramedic is provided if

1. there are more than 1,500 insured persons at a workplace,
2. there are 1,500 or fewer insured persons at a workplace, but more than 250, and the nature, severity and number of accidents necessitates the deployment of paramedic staff,
3. more than 100 insured persons are present on a building site.

Item 3 shall also apply if tasks necessary in order to perform construction work taken on by the employer are assigned by the employer to other employers and the total number of insured persons working at the same time exceeds 100.

(2) At workplaces of the type described in (1), Sentence 1, Item 1, it can be agreed with the BG that there is no need for in-house paramedics, provided the nature, severity and number of accidents are such that it is not necessary to deploy them. On building sites of the type described in (1), Sentence 1, Item 3, it can be agreed with the BG that there is no need for in-house paramedics, taking into consideration how easily accessible the accident site is and how far away the public emergency services are located.

(3) The employer may only appoint as in-house paramedics persons who have been trained by institutions that the BG has judged to be suitable in terms of staff, material resources and organisation.

(4) The employer may only appoint as in-house paramedics persons who have attended

1. a foundation training course
and
2. the advanced course

for in-house paramedic tasks.

In-house paramedics are also deemed to have undergone foundation training if they have attended a course of at least the same level or undergone vocational training that covered paramedic tasks.

(5) In order to attend the advanced course specified in (4), Sentence 1, Item 2, insured persons must have attended the training course described in (4), Sentence 1, Item 1 no longer than two years beforehand; if an insured person has been employed in an associated job on the basis of their training, that training must have been completed no later than two years previous.

(6) The employer shall ensure that the in-house paramedics receive regular continuing training in three-year cycles. (3) shall apply accordingly to the continuing training.

Section 28

Insured persons' support duties

(1) As part of their support duties as described in Section 15(1), insured persons shall train as first aiders and undergo continuing training, usually at intervals of two years. Following training, they shall make themselves available for first aid tasks. Insured persons shall not be required to comply with the duties set out in Sentences 1 and 2 if they have personal reasons for not doing so.

(2) Insured persons shall report all accidents immediately to the department responsible in the enterprise; if they are not able to do so, the employee who becomes aware of the accident first must report it.

Part four

Personal protective equipment

Section 29

Provision

(1) In accordance with Section 2 of the German Ordinance on the Use of Personal Protective Equipment, the employer must provide the insured persons with suitable personal protective equipment; the employer must consult the insured persons before providing the equipment.

(2) The employer shall ensure that a sufficient amount of personal protective equipment is provided to the insured persons for personal use at the workplace. There must be EC declarations of conformity for the personal protective equipment provided. Sentence 2 shall not apply to skin-protection equipment or to personal protective equipment purchased before 1 July 1995 provided that it complies with the regulations applicable before 1 July 1992.

Section 30

Use

(1) The employer shall ensure that personal protective equipment is used as intended in accordance with any limits on wearing times and length of use.

(2) The insured persons shall use the personal protective equipment as intended, check it regularly to ensure it is in good order and report any faults detected to the employer immediately.

Section 31

Special instruction

In the case of personal protective equipment intended to provide protection against fatal hazards or permanent damage to health, the employer shall provide the insured persons with instruction and exercises to convey the information on use that must be kept at hand in accordance with Section 3(2) of the Ordinance on the Use of Personal Protective Equipment.

Chapter five
Regulatory offences

Section 32
Regulatory offences

Within the meaning of Section 209(1), Item 1 of the Seventh Book of the „Sozialgesetzbuch“ („Code of Social Law“), it is an offence to wilfully or negligibly contravene the provisions of

Section 2(5),
Section 12(2),
Section 15(2),
Section 20(1)
Section 24(6),
Section 25(1), (4), Item 1 or 3,
Section 26(1), Sentence 1 or (2), Sentence 1,
Section 27(1), Sentence 1, Item 1 or 3, (3),
Section 29(2), Sentence 2
or
Section 30.

Chapter six
Transitional and implementing provisions

Section 33
Transitional and implementing provisions

(1) Unless otherwise provided, the employer shall be granted a period of three years, starting on the date on which the accident-prevention regulation enters into force, to ensure compliance with regulations that go beyond those previously applicable and necessitate modifications to equipment or installations.

(2) The organisations listed in Section 7(1) of the accident-prevention regulation entitled „First aid“, as amended on 1 January 1997, shall be deemed authorised institutions until 31 December 2008.

(3) The recognition granted in accordance with Section 8 of the „First aid“ accident-prevention regulation, as amended on 1 January 1997, shall continue to apply to the recognised institutions until the individual expiry dates lapse.

(4) The transition period for institutions that conduct the advanced training described in Section 10(1), Item 2 and the continuing training described in Section 10(4) of the „First aid“ accident-prevention regulation, as amended on 1 January 1997, shall end on 31 December 2005.

Chapter 7
**Rescission of
accident-prevention regulations**

Section 34

Rescission of accident-prevention regulations

The following accident-prevention regulations are hereby rescinded:

1. „General regulations“ (VBG 1) of 1 April 1977, as amended on 1 March 2000,
2. „First aid“ (VBG 109) of 1 October 1994, as amended on 1 October 2003,
3. „Handling of hazardous substances“ (VBG 91) of 1 April 1999,
4. „Biological agents“ (BGV B 12) of 1 January 2001 and
5. those accident-prevention regulations listed in Annex 4 provided that they have been put into force by the Berufsgenossenschaft responsible for the enterprise.

Chapter eight
Coming into force

Section 35

Coming into force

This accident-prevention regulation shall come into force on 1 January 2004^{*)}.

^{*)} This was the date on which the present accident-prevention regulation was first put into force by a BG.

Annex 1**Re. Section 2(1):**

The main government regulations concerning occupational safety and health in which the measures to be taken by the employer to prevent occupational accidents, occupational disease and work-related health risks are defined in detail are as follows (each as amended from time to time):

- Act on Occupational Safety and Health
- Workplaces Ordinance
- Ordinance on Industrial Safety and Health
- Ordinance on the Use of Personal Protective Equipment
- Ordinance on Load-Handling
- Ordinance on VDU Work
- Construction Site Ordinance
- Ordinance on Biological Agents
- Ordinance on Hazardous Substances

The above list is not exhaustive.

The legal requirement incumbent upon accident insurance institutions to prevent occupational accidents, occupational disease and work-related health risks shall also apply to employers and insured persons who do not fall directly within the scope of the government regulations concerning occupational safety and health.

BGV A 1

Annex 2

Re. Section 20(1):

Number of safety officers

Please note:

The number of safety officers to be appointed shall be specified by each BG and declared in Annex 2.

As not all of the versions of Annex 2 had been supplied when this version went to press, the content of this annex will not be printed until the accident-prevention regulation is reprinted.

Annex 3

Re. Section 26(2):

Preconditions for authorisation as an institution for (continuing) training in first aid

Institutions that conduct (continuing) training in first aid need a written agreement stipulating the nature and scope of the training and the course fees.

1 General principles

1.1 Application for authorisation

The application for authorisation shall be submitted to the BG.

1.2 Inspection

The BG and any persons charged by the BG with inspection tasks shall be entitled to inspect the training rooms, facilities, teaching materials and the way in which the training courses are conducted at any time.

1.3 Fixed-term limitation and revocation of authorisation

Authorisation shall be granted for a limited fixed term and subject to revocation following an assessment of compliance with the preconditions concerning staff, material resources and organisation.

1.4 Changes to aspects defined as preconditions

All changes to aspects that are defined as preconditions for authorisation shall be reported to the BG immediately.

2 Staff-related preconditions

2.1 Medical background

The applicant must prove that a suitable physician is in charge of the (continuing) training in first aid.

Suitable physicians are those who have a „Fachkundenachweis“ certificate confirming their suitability for emergency-service work, whose title includes a designation as a „Rettungsmedizin“ (emergency medicine) doctor or who have a comparable qualification. In addition, they must have detailed knowledge of the recommendations for first aid issued by the German Resuscitation Council at the German Medical Association.

2.2 Trainers

Applicants must prove that they are able to perform the training themselves or have a sufficient number of trainers who can do so.

Trainers shall be deemed able to perform the training if they present a valid certificate confirming that they have attended a special training course for first aid at a suitable institute for trainer training. The trainers must receive continuing training at appropriate intervals.

2.3 Experience in organising and providing first aid

Applicants must prove that they have particular experience in organising and providing first aid. This is deemed to be the case if they or their training staff have been working in the public or in-house emergency services for at least three years, as a rule, and can provide evidence of that work.

2.4 Insurance cover

Applicants must provide evidence that they have taken out liability insurance to cover any personal injuries or material damage that occur in connection with the training.

3 Preconditions concerning material resources

3.1 Training rooms, facilities and teaching materials

Suitable rooms, facilities and teaching materials must be available for the training courses. There must be at least one room in which 20 people can be instructed in first aid by means of theory tuition, practical demonstration and exercises. The room must have adequate lighting. Furthermore, seating, writing surfaces, wash facilities and toilets must be provided.

The necessary teaching materials, especially demonstration and exercise materials plus appropriate media, such as an overhead projector and transparencies, must be available in adequate quantities and in working order.

The demonstration and exercise materials, particularly the equipment used to practise mouth-to-mouth resuscitation and cardiac pressure massage, are subject to special hygiene requirements; they must also be disinfected and proof given that the disinfection has taken place.

4 Organisational preconditions

4.1 Number of participants

As a rule, no fewer than 10 and no more than 15 people should participate in any given course. In any event, the number of participants must not exceed 20, including the training assistant.

4.2 Rate of training

The applicant must guarantee that at least 100 insured persons per year receive (continuing) training.

4.3 Content and scope of training courses

In terms of content, scope and the educational methods employed, the (continuing) training must, as a minimum, reflect the content set out in the curricula and guidance documents for the first aid course; the curricula and guidance documents are drawn up in agreement with the organisations represented in the „Bundesarbeitsgemeinschaft Erste Hilfe“ (Federal First Aid Association), taking into account the recommendations of the German Resuscitation Council at the German Medical Association.

4.4 Participant handouts

Each participant on a (continuing) training course shall be supplied with a handout concerning the course content; the handout shall contain, as a minimum, the information presented in „BG Information“ BGI 829, entitled „First aid manual“.

4.5 Certificate of attendance

Each participant shall be given a certificate of attendance. The first aid training or continuing training certificate may only be awarded if the trainer is convinced that the participant, having attended the course regularly, has the necessary knowledge and abilities as described in 4.3 above.

4.6 **Documentation**

The authorised institute shall keep a record of the following aspects of the training conducted:

- type of (continuing) training course,
- course venue and times,
- name of the physician in charge,
- name of the trainer,
- name, date of birth and signature of the participant,
- participant's employer and
- BG responsible for paying costs.

These records must be kept for five years and presented to the BG on request.

Annex 4

Re. Section 34, Item 5:

List of accident-prevention regulations related to work equipment to be rescinded*)

Title	Order no.	Version dated ^{*)}
Power-operated work equipment	VBG 5	1.10.85/1.01.93
Steam-hammer and forging-press plants	VBG 7d	1.04.34/1.01.93
Wire	VBG 7e	1.04.79/1.01.97
Stamps and drop works	VBG 7f	1.04.34/1.01.93
Printing and paper converting	VBG 7i	1.10.85/1.01.93
Machinery and plant for working wood and similar materials	VBG 7j	1.04.77/1.01.97
Leather production and processing	VBG 7m1	1.08.55/1.01.93
Metalworking	VBG 7n	1.04.34/1.01.97
Metalworking; cutting equipment	VBG 7n2	1.11.53/1.01.93
Eccentric presses and related presses	VBG 7n5.1	1.04.87/1.01.97
Hydraulic presses	VBG 7n5.2	1.04.87/1.01.97
Screw presses	VBG 7n5.3	1.04.61/1.01.97
Metalworking	VBG 7n6	1.05.54/1.01.97
Die casting machinery	VBG 7n8	1.10.69/1.01.97
Paper-making machinery	VBG 7r	1.10.85/1.01.97
Abrasives and grinding machines	VBG 7t1	1.05.63/1.01.97
Machinery, plant and apparatus used in the textile industry (textile machinery)	VBG 7v	1.04.77/1.01.97
Ventilation equipment and fans	VBG 7w	1.04.34/Update 12.51
Rolling mills	VBG 7x	1.10.71/1.01.97
Laundries	VBG 7y	1.04.82/1.01.97
Centrifuges	VBG 7z	1.04.78/1.01.97
Injection moulding machines	VBG 7ac	1.10.56/1.01.97
Winches for watercraft and floating equipment	VBG 8a1	1.10.67/1.01.97
Load-carrying devices used with lifting equipment	VBG 9a	1.10.90/1.01.97
Continuous-action conveyors	VBG 10	1.04.77/1.01.97
Riveting machines	VBG 13	1.04.87/1.01.97
Lifting platforms	VBG 14	1.04.77/1.01.97
Compressors	VBG 16	1.04.87/1.01.97
Meat-processing machinery	VBG 19	1.10.89/1.01.97
Machinery used in the chemical, rubber and plastics industries	VBG 22	1.04.91/1.01.97
Coal coking plants	VBG 26	1.04.34/1.01.93
Foundries	VBG 32	1.04.79/1.01.97
Excavators, loaders, graders, bucket excavators and special earthwork machinery (earth-moving machinery)	VBG 40	1.04.76/1.01.97
Pile-drivers	VBG 41	1.04.80/1.01.97
Bolting devices, portable tools for fixing by penetration	VBG 44	1.04.81/1.01.97
Shaft and rotary furnaces	VBG 47a	1.04.71/1.01.97
Waterworks	VBG 53	1.04.34/Update 12.51
Generation and use of carbon dioxide	VBG 60	1.04.34/Update 12.51
Upholstery machinery	VBG 63	1.04.90/1.01.97
Dry cleaning	VBG 66	1.04.85/1.01.97
Ironing	VBG 67	1.04.87/1.01.97
Leather-processing and shoe-making machinery	VBG 69	1.10.87/1.01.97
Folding, cutting and sewing machines	VBG 71	1.10.89/1.01.97

*) This list shows all of the versions incorporated by the HVBG (German federation of institutions for statutory accident insurance and prevention) into its body of accident-prevention regulations after they were put into force by a BG for the first time. Irrespective of the fact that the BGs only issue accident-prevention regulations applicable to their particular industries, the date of first entry into force and last addendum shown in the „Version dated“ column may differ from the HVBG version.

Please note:

All new BG rules and regulations published since April 1999 use a new system of document codes and order numbers.

Consequently, all accident-prevention regulations, BG rules, instruction sheets and other documents published under a VBG or ZH 1 code will not be changed over to the new system until they are revised or reprinted.

All publications shall remain available under the previous order number for a transition period of approximately three to five years until the entire body of BG rules and regulations has been changed over to the new system.